



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, AREA II SUPPORT ACTIVITY  
UNIT #15333  
APO AP 96205-5333

IMKO-AB-PL-LO

24 March 2006

COMMAND POLICY # 5-4

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Visitor Access to Area II Facilities Requiring Identification Cards

1. REFERENCES:

- a. USFK Regulation 60-1. Ration Control Policy – Access To Duty Free Goods, 18 July 2005 .
- b. USFK Regulation 190-7. Installation Access Control System, 15 November 2004.
- c. USFK Regulation 1-23. Distinguished Visitors, 14 August 2002

2. PURPOSE: To establish guidance and procedures for visitor access to post facilities requiring identifications cards for normal access.

3. APPLICABILITY: This policy applies to all personnel sponsoring access or desiring access to all facilities requiring identification cards for entrance in Area II.

4. GENERAL:

a. Only visiting family members (NOT fiance', friends, etc.) may be granted access to AAFES facilities and the Chosun Gift Shop. They must meet the following requirements:

- (1) Accompanied by sponsor with a military or DoD identification card.
- (2) Possess an access visitors pass (USFK Form 37EK).
- (3) Possess a completed & approved "Request for Access to AAFES Facilities".

b. Access to the facility in no way implies authorization for the purchase of any products by personnel not possessing a valid identification card. Access simply allows visitors to enter a facility with an authorized identification card holder. Visitors (i.e. visiting family members only; NOT fiance', friends, etc.) are not allowed to "use" the facilities.

REV 24 MARCH 2006

IMKO-AB-PL-LO

SUBJECT: Visitor Access to Area II Facilities Requiring Identification Cards

c. Sponsors who wish to have guests (i.e. visiting family members only, NOT fiancé, friends, etc.) visit facilities will:

- (1) Report to Law & Order Office, Bldg 4305, Room 105 to receive visitor's pass.
- (2) Provide name, social security number, passport number and relationship of guest.
- (3) Show proper identification as authorized sponsor.
- (4) Ensure guests are aware that purchases by visitors are not authorized.

d. Sponsors may obtain a "Request for Access to AAFES Facilities" after duty hours, on weekends and holidays, from the Area II Staff Duty Office, HQ, Area II Support Activity, Building #4305, Room #118, DSN 738-7404/7405 and provide the same information reflected above in paragraphs c(2), c(3), and c(4).

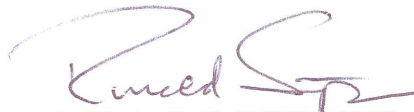
e. Guests must show "Request for Access to AAFES Facilities" when entering all facilities with a valid USFK Form 37EK.

f. Guest must be accompanied by authorized sponsor to all facilities.

g. Sponsor is responsible for guest's behavior. Failure to control guests could result in administrative sanctions against both the sponsor and guest. At no time will guests be allowed to purchase any duty free goods.

h. "Request for Access to AAFES Facilities" will be issued for the period of time the guest is visiting the sponsor up to a maximum of 30 days. If a visit exceeds 30 days, the sponsor must request another pass.

i. Distinguished visitors will be governed by USFK Regulation 1-23.



RONALD C. STEPHENS  
COL, SC  
Commanding

Encl:

1. Request For Access To AAFES Facilities

REV 24 MARCH 2006

IMKO-AB-PL-LO

MEMORANDUM FOR Commander, Area II Support Activity, APO AP 96205-5333

SUBJECT: Request for Access to Area II AAFES Facilities / Chosun Gift Shop

1. Request that the individual(s) family member(s) listed below be authorized access to the Chosun Gift Shop, PX and other Area II AAFES facilities while visiting me from \_\_\_\_\_ thru \_\_\_\_\_.

NAME

SSN/PASSPORT

RELATIONSHIP

2. I understand that I (or my wife/husband) must accompany my family member guest(s) into approved facilities and that no purchases by any guest(s) are authorized. **I also understand that this is not a Pass to get guest(s) through the gates to enter the Installation.**

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(FULL NAME, SSN)

\_\_\_\_\_  
GRADE/ORGANIZATION/TEL#)

IMKO-AB-PL-LO 1<sup>ST</sup> End

Commander, Area II Support Activity, APO AP 96205-5333

FOR Area II Managers, AAFES Facilities & Chosun Gift Shop, APO AP 96205

Approved.

FOR THE COMMANDER:



TILLMAN D. MOSES

GS-15

Deputy Garrison Commander  
Area II Support Activity